



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 11103.2
ASN(S&L)
02 March 1988

SECNAV INSTRUCTION 11103.2

From: Secretary of the Navy

Subj: SHELTER FOR THE HOMELESS PROGRAM

Ref: (a) Title 10 United States Code, Section 2546

Encl: (1) DoD Instruction 4165.65 of 30 Oct 87

1. Purpose. To implement enclosure (1) as Department of the Navy policy and outline the procedures to process requests to provide shelters for the homeless.

2. Applicability. This instruction applies to all shore stations throughout the Department of the Navy.

3. Responsibilities

a. The Director, Installations and Facilities, Office of the Assistant Secretary of the Navy (Shipbuilding and Logistics) is appointed as the Navy's senior manager to monitor the Shelter for the Homeless program within the Department of the Navy. As such he shall approve or disapprove all requests to establish a shelter on a Department of the Navy facility or to provide other assistance per enclosure (1).

b. All installation commanders, commanding officers, and officers in charge of shore stations will comply with the provisions of enclosure (1).

(1) All requests received will be forwarded via the chain of command to the Chief of Naval Operations (OP-44) or Commandant of the Marine Corps (LFL) as appropriate with an advance copy to Assistant Secretary of the Navy (Shipbuilding and Logistics).

(2) All such requests must be forwarded in a timely manner to allow for a response to the requestor within the time criteria of enclosure (1).

EVERETT PYATT
ASSISTANT SECRETARY OF THE NAVY
(SHIPBUILDING AND LOGISTICS)

SECNAVINST 11103.2

02 MAR 1988

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Department of Defense INSTRUCTION

SECNAVINST 11103.2

02 MAR 1988

October 30, 1987
NUMBER 4165.65

ASD(P&L)

SUBJECT: Shelter for the Homeless Program

References: (a) Title 10, United States Code, Section 2546
(b) Memorandum for the Secretaries of the Military Departments from the Secretary of Defense, "Shelter For the Homeless," October 29, 1984

A. PURPOSE

This Instruction implements reference (a) as DoD policy.

B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments (including their National Guard and reserve components), the Unified and Specified Commands, the Defense Agencies and DoD Field Activities (hereafter referred to collectively as "DoD Components").

C. POLICY

1. Under reference (b), the Secretary of Defense stated it is DoD policy that shelters for the homeless may be established on military installations.

2. The Secretary of a Military Department, or designee, may make military installations under his or her jurisdiction available for the furnishing of shelter to persons without adequate shelter in accordance with 10 U.S.C. 2546 (reference (a)) and this Instruction if he or she, or designee, determines that such shelter will not interfere with military preparedness or ongoing military functions.

3. The Secretary of a Military Department, after determining that a shelter for the homeless may be established on a military installation, shall ensure that the plans for the shelter be developed in cooperation with appropriate State or local governmental entities and charitable organizations. The State or local government entity, either separately or in conjunction with the charitable organization, shall be responsible for operating and staffing any shelter established by this program.

4. Services that may be provided by a Military Department incident to the furnishing of shelter under reference (a) are the following:

- a. Utilities
- b. Bedding.
- c. Security.

Enclosure (1)

d. Transportation.

e. Renovation of facilities.

f. Minor repairs undertaken specifically to make suitable space available for shelter to be provided in accordance with 10 U.S.C. 2546 (reference (a)).

g. Property liability insurance.

5. The Military Departments should be especially sensitive to establishing shelters in the following areas:

a. Family housing areas.

b. Troop billeting areas.

c. Service facilities, such as commissaries, exchanges, dining facilities, hospitals, clinics, recreation centers, etc.

d. Safety arcs formed by firing ranges and impact areas.

e. Frequently used training areas.

6. Shelters for the homeless shall normally be established in only those facilities where the homeless will have exclusive use at all times. Shelters for the homeless shall normally not be established in facilities "shared" with military functions.

7. In addition to providing shelter and incidental services, the DoD Components may provide bedding for support of shelters for the homeless that are located on other than DoD real property. Bedding may be provided without reimbursement, but may only be provided to the extent that the provision of such bedding will not interfere with military requirements.

8. Individuals or entities interested in establishing shelters on military installations shall:

a. Submit a request to the Installation Commander where the shelter is desired; and

b. Provide, at a minimum, the following data: the name and address of the organization that will operate the shelter, the name and address of the affiliated State or local governmental entity, numbers of people to be served, type of program, hours of operation, special needs of the people to be served, incidental services required, estimated date when the services are requested, estimate of when services will no longer be necessary, and what security provisions are to be provided (physical security).

D. RESPONSIBILITIES

1. The Deputy Assistant Secretary of Defense (Installations) DASD(I) shall:

a. Administer the program and issue such supplemental guidance as is necessary.

b. Appoint an individual as Director, The Homeless Assistance Program, who shall be the DoD program manager responsible for monitoring the program and answering all inquiries.

2. The Assistant Secretary of Defense (Comptroller) ASD(C) shall:

a. Provide guidance on the use of DoD funds to finance the items issued in support of the Shelter for the Homeless Program.

3. The Secretaries of the Military Departments shall:

a. Implement the Shelter for the Homeless Program.

b. Appoint a senior manager to monitor the program within that Department and to provide any assistance that may be required to the DASD(I). Such official, after consultation with the Director, The Homeless Assistance Program, Office of Deputy Assistant Secretary of Defense (Installations) (ODASD (I)), shall approve or disapprove all requests to establish a shelter in accordance with 10 U.S.C. 2546 (reference (a)) and this Instruction.

c. Upon receipt of a formal request for assistance, as defined in subsection C.8., above, the Military Department concerned shall provide an appropriate response to the requester within 30 days.

d. Ensure that each Installation Commander is informed about the program and the types of assistance that they may provide as authorized by 10 U.S.C. 2546 (reference (a)).

3. Installation Commanders shall:

a. Acknowledge all requests for assistance.

b. Upon receipt of a request, initiate such action as is necessary to determine the availability of facilities at that installation for use as a shelter for the homeless.

c. Forward each request, through the chain of command, to the Service Senior Manager with a copy to DASD (I). The Installation Commander's recommendation shall accompany each request.

E. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Deputy Assistant Secretary of Defense (Installations) within 60 days.

A handwritten signature in black ink, appearing to read 'R. Costello', with a horizontal line drawn through the middle of the signature.

**Robert B. Costello
Assistant Secretary of Defense
(Production & Logistics)**